

<h1>厚木基地空席広報</h1> <h2>VACANCY ANNOUNCEMENT</h2> <p>Please submit new MLC/IHA application Form from US Navy Yokosuka Web Page.        応募用紙は、米海軍横須賀ホームページ記載の新書式をお使い下さい。  <a href="http://www.cnrc.navy.mil/regions/cnri/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html">http://www.cnrc.navy.mil/regions/cnri/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html</a></p>		<b>広報番号</b> Announcement No.	<b>A-15-075</b>
		<b>初回選考締切り日</b> 1 <sup>st</sup> Cut Off Date	<b>25 Nov 2015</b>
		<b>募集締切り日</b> Closing Date	<b>Open Until Filled</b>
		<b>発行日</b> Date of Issue	<b>04 Nov 2015</b>
<b>1. 職種名 Job title ( 等級 Grade 1-4 / 語学等級 LD 3)</b>  <h3 style="text-align: center;">Secretary, #198</h3> <h4 style="text-align: center;">(秘書職)</h4>		<b>募集人数</b> No. of Recruitment  <h3 style="text-align: center;">1 名</h3>	<b>4. 募集範囲 Area of Consideration</b> <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity  <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance  <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide  <input checked="" type="checkbox"/> 外部 Off Base Applicant
低い等級での採用の可能性 <input type="checkbox"/> 無 No <input checked="" type="checkbox"/> 有 Yes Acceptance at Lower Grade 低位等級 Lower Grade: 1-3 <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安・消防系 <input type="checkbox"/> 医療系 Administrative Trade & Service Security & Fire Medical			
<b>2. 部隊 Activity</b>  Naval Facilities Engineering Command Far East PWD Atsugi, Facilities Management Division (PRA1)  <b>勤務場所 Working Place:</b> 綾瀬市厚木基地 Ayase, Atsugi Base		<b>5. 雇用の種類 Type of Employment</b> <input checked="" type="checkbox"/> MLC  <input type="checkbox"/> IHA  <input type="checkbox"/> 時間制 HPT  <input checked="" type="checkbox"/> 常用 Permanent  <input type="checkbox"/> 限定 Limited Term (NTE: )	
<b>3. 勤務時間 Work Schedule ( 週 40 時間制 hr/wk )</b>  <b>勤務日 Work Day:</b> Mon – Fri <b>勤務時間 Work Hours:</b> 0745-1630 Recess: 1145-1230  <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
<b>6. 職務内容 Duties</b>  See page 3. (3 頁参照)			
<b>7. 資格要件 / 身体条件 Qualification/Physical Requirements</b> <b>GENERAL (Applicable to all grades):</b> - Ability to speak, read and write English at fluent proficiency level (LD-3). - Skill in operating Microsoft Office Suite (Word and Excel).  <b>BWT 1-4:</b> - One year of any clerical, technical or administrative work experience, OR completion of 4 years college/university in any field. <b>BWT 1-3:</b> - One year of general work experience in any field or completion of 2 years junior college/2 years technical school or 4 years degree in any field.  <b>Non-Japanese Applicants:</b> Only those who possess permanent residency visas are eligible. <u>Please attach a copy of Residence Card (both front and back sides) and copy of your passport (picture and visa stamp pages) to your application.</u> <b>Former US Military Members:</b> Please attach DD Form 214 to your application. Former military retirees must first obtain approval for employment under foreign government from the Chief of Naval Personnel and attach the approval letter to be considered. - SOFA members and SOFA dependents (include SOFA spouse) are not eligible for MLC employment. *A handicapped applicant may be accepted, depending upon the degree and kind of disability.			
<b>英語力 English Language Proficiency :</b> <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional <b>学歴 Educational Background :</b> See block #7 <b>免許証 / 修了証 License/Certificate Required :</b> See Block #7			
<b>8. 提出するもの Application and Associated Documents</b> (See next page. 次頁参照)			

\* **空席応募用紙** Application for Vacancy Announcement (HROY Form 1)  
 \* **専門職務経歴書** Resume of Specialized Work Experience (HROY Form)  
 \***の記入は Complete \* in  日本語で Japanese  英語で English  どちらでも Either**  
 HRO様式以外を使用する場合は、履歴書に必ず以下の事項を記入して下さい。空席広報番号、氏名、生年月日、電話番号、住所、学歴、応募する広報番号と職種名、職務経歴（会社名、雇用期間、週労働時間、詳しい業務内容や主な業績など）。  
 To be considered for selection, resume must include at least the following information: Announcement number, full name, phone number, address, SOFA status, education backgrounds, work experience (periods of employment, company name, description of major work, weekly hours of work) Any special skills and licenses related to the duties of the position to be filled.  
 **各免許証・資格証明書・修了証明書のコピー(7欄要件に該当ある場合)** Copy of license/certificate (if any in block 7 applies).  
 **英語の能力を証明するものの写し** Certificate of English Proficiency (Copy)  
 **82円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) <選考結果通知用>**  
 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.) <For selection Notice >  
 **日本国籍以外の方は、在留カード、パスポート、査証のコピー** For non-Japanese citizen applicants, a copy of Residence Card (both front and back sides) and Passport (picture and visa stamp pages).  
 **家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』**  
**If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"**

問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
<p><b>Current USFJ Employee 現従業員問合せ先：</b>            在日米海軍厚木基地人事部/ CNRJ HRO            DSN 264-3624 / 3427 / 3425  <b>☎046-763- 3624 / 3427 / 3425</b></p> <p><b>Off Base Applicant 外部応募者問合せ先：</b>            労務管理機構 座間支部 管理課 管理第二係            Zama Branch of Labor Management            Organization, Management Section 2  <b>☎046-251-0667</b></p>	<p><b>Current USFJ Employee 現従業員提出先：</b>            〒252-1101 神奈川県 綾瀬市            在日米海軍厚木基地人事部 HRO BOX12            Ayase-Shi, Kanagawa-ken 252-1101            CNRJ HRO Box 12</p> <p><b>Off Base Applicant 外部応募者提出先：</b>            〒252-0011 神奈川県 座間市 相武台 1-46-1            労務管理機構 座間支部 管理課 管理第二係            1-46-1, Soubudai, Zama-shi, Kanagawa-ken 252-1101            Zama Branch of Labor Management Organization            Management Section 2</p>	<p><b>PDNO:            FEC-PRA1-001</b></p>

\*履歴書及び添付書類は締切日午後三時までに上記住所必着のこと。Send application and attachments to above address by 1500 of the Cut Off/Closing date of the announcement.

\*応募時点で規定の雇用資格を満たしていない応募者は選考の対象となりません。Ineligible applicants will not be referred for consideration.

\*提出された応募書類はお返ししません。Submitted applications will not be returned.

\*初回選考締切日以降は、一週間毎の締切りとなります。尚、選考決定により上記募集締切日を待たずに締切となることがあります。After 1<sup>st</sup> Cut Off Date, collection of applications will be cut off weekly. Announcement may close before closing date above due to decision of selection.

\*応募書類の書式は以下の URL よりダウンロードできます。Forms for application are available for download on our web site [http://www.cnrc.navy.mil/regions/cnrj/om/human\\_resources/MLC\\_IHA\\_HPT\\_Jobs/JN\\_Forms.html](http://www.cnrc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html)

**PRIVACY ACT STATEMENT 個人情報保護について**

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国防務令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律 (平成 15 年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

## 6. 職務内容 Duties

Receives telephone calls and visitors, for the Facilities Management Division (FMD) director and other members of the staff, and when the Director is busy, screens on own judgment and tactfully refers calls to appropriate persons. Takes messages in the Director's absence. Drafts replies to inquiries or requests for information when technical knowledge is not required. Schedules appointments for the Director without prior clearance in most instances. Prepares for conferences by arranging for time, place and people. Provides customers with status of projects as reflected in the Public Works (PW) data management system.

Types and processes all outgoing official correspondence, maintains data base for all completed/outgoing job packages to include various data elements including but not limited to customer, PW number, cost estimate, date completed, date funded, etc. Maintains various other databases to assist the director in ensuring that all customer requirements are successfully met. As the focal point for clerical information concerning this division, incumbent is responsible for all official correspondence preparation, routing, tracking, and all filing services associated with the FMD. Files all correspondence and directives received by and originating from the FMD Division. Reviews incoming and outgoing correspondence, maintains serial log and routes to action personnel within the Division. Delivers and picks up office mail.

Monitors employees' time attendance and prepares employee time cards, overtime request, transportation request, and all other personnel documents using the Labor Distribution System (LDS).

Performs related or incidental duties as assigned by the Director.